SHARP

Electronic Cash Register Model XE-A301

For quick set-up, follow the steps shown below. Note that malfunction may occur if you do not follow the steps. For further information, please read the instruction manual. For installing the cash register, find a stable surface near an AC outlet where the cash register will not subject to water sources or direct sunlight.

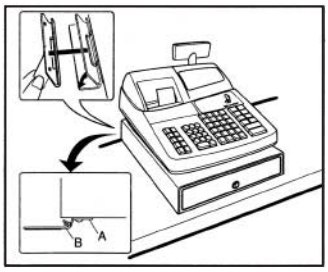
1 Installing The Cash Register

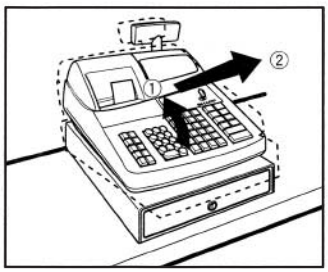
Install the cash register using the fixing angle bracket provided with the register.

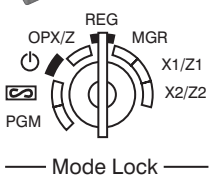
- Thoroughly clean the location where the fixing angle bracket (B) is to be placed.
- Peel off the adhesive tape on the fixing angle bracket.
- Hook the angle bracket onto the hook (A) that is located at the bottom rear of the register.
- Firmly stick the fixing angle bracket to the table surface that you cleaned above.

To remove the resister from the fixing angle bracket:

- Lift up the front of the register and pull the register towards you.



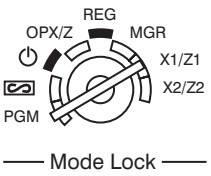




Important Notice

The cash register will operate correctly only after the following steps have been carried out.

2 Initialising the Cash Register

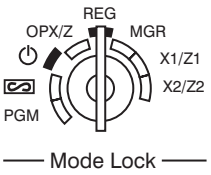


To ensure the cash register operates properly, initialise it using the following procedure.

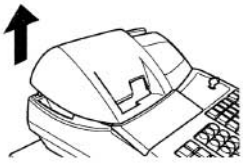
- Make sure the power cord is not inserted into the AC outlet.
- Insert the manager (MA) key into the mode lock and turn it to the **PGM** position.
- While holding down both the [↑JOURNAL] key and the [CL] key, insert the plug into the AC outlet. The buzzer will sound three times and "***MRS.***" will be displayed.
- The cash register has now been initialised. The register display will show "0.00" with "PGM".

CAUTION: To charge the rechargeable batteries, keep the power on for one or two days. Leave the register with the mode switch in a position other than ⏻.
NOTE: If you press a key by mistake, an error message may be displayed. Press the [CL] key to clear the message after installing paper rolls.

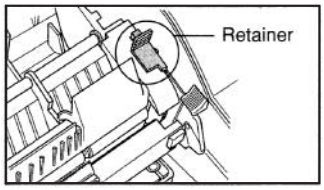
3 Preparing For The Printer



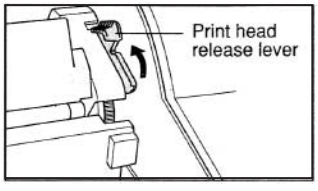
- Lift the rear of the printer cover and detach it.
- Remove the white retainer at the position shown at the right.



NOTE: Please keep this retainer for future use when transferring the cash register.



- Move the print head release lever upwards as illustrated at the right.



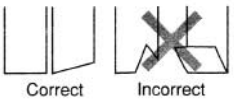
4 Installing The Paper Rolls

- Cut off approximately one revolution of each paper roll. Make sure the paper end is cut as illustrated below.

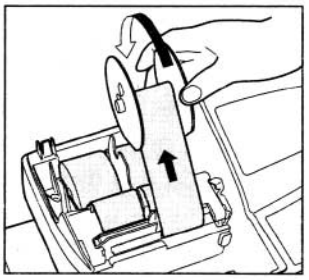
For receipt paper installation

- Set a paper roll in the paper cradle of the receipt side (left side) as illustrated below.
- Insert the end of the paper into the paper chute until it is caught by the printer auto-feed and comes out the top of the printer. If the printer does not catch the paper, feed the paper while pressing [↑RECEIPT].
- Cut off the excess paper with the paper cutter.

1.



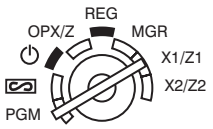
2.



For journal paper installation

- Set a paper roll in the paper cradle of the journal side.
- Insert the end of the paper into the paper chute until it is caught by the printer auto-feed and comes out the top of the printer. If the printer does not catch the paper, feed the paper while pressing [↑JOURNAL].
- Insert the end of the paper into the slit in the take-up spool and wind the paper two or three turns around the spool shaft. (Press [↑JOURNAL] to feed more paper if required.)
- Set the spool on the bearing, and press the [↑JOURNAL] key to take up excess slack in the paper.
- Replace the printer cover.

5 Basic Programming



Mode Lock

Insert the manager (MA) key and turn to the **PGM** position.

Setting the Date

Enter the date in 8 digits using the day-month-year (DD-MM-YYYY) format. Then press [#/TM/ST].

Example: Date (26 August, 2003) 2 6 0 8 2 00 3 [#/TM/ST]

Setting the Time

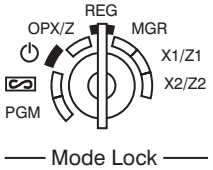
Enter the time in 4 digits ("hhmm", format) using the 24 hour system. Then press [#/TM/ST].

Example: Time (2:30 pm) 1 4 3 0 [#/TM/ST].

Your Helpline Support Number is 01924 438238

'Select Option 2 for Support' The lines are open 8.30am - 4.30pm Monday-Friday

6 Entering A Basic Sale

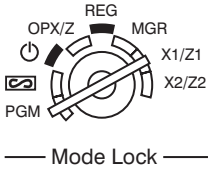


Insert the operator key into the mode lock and turn to the **REG** position.

The cash register has forty department buttons in white through which to enter your sales. The purpose of these are to assist you in analysing your business. (For example, department 1 could be used for food sales and department 2 for non food sales etc). By allocating goods to the appropriate department buttons you are preparing and organising sales data for the end of day reports.

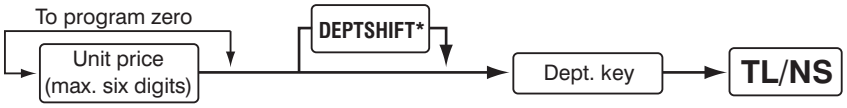
- Insert the **OP** key and turn the mode lock to **REG** position ready for normal use.
- Enter the price of the goods **without the decimal point** then press one of the Department buttons.
- To enter another sale repeat as above by entering a price then a Department.
- Press [#/TM/ST] button to show the amount due.
- To calculate the change enter the money given by customer.
- For example £5.00 is entered as [5] [00].
- Press the payment key [TL/NS]. The amount of change due will be shown on the display.

7 Programming A Preset Price



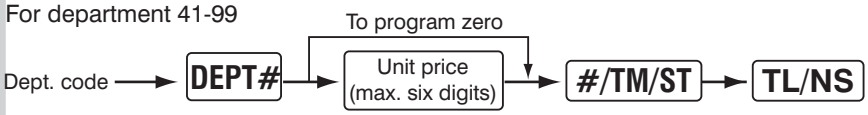
- Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position

Procedure



*To program departments 21 through 40, press the department shift key.

For department 41-99

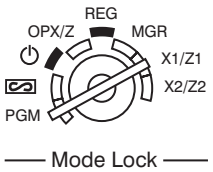


To program another department, start from the beginning without pressing the [TL/NS] key.

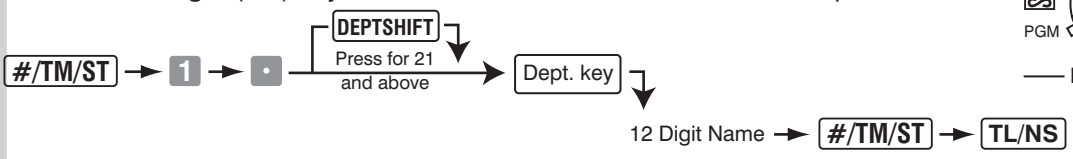
For example to program department 1 as £10 preset.

- Ensure the Mode Lock is at **PGM**
- Enter [1] [0] [0] [0] press [1 21] then [TL/NS] to finalise.
- Return to the **REG** position.

8 Programming A Department Name



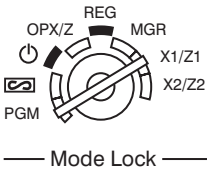
Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position.



For example to program department 1 as food.

- Ensure the Mode Lock is at **PGM**.
- Press the [#/TM/ST] key.
- Press [1] followed by [•]. Press [1 21]
- Type in the 12 character name.
- Press the [#/TM/ST] key followed by [TL/NS] to finalise.

9 Programming A Receipt Message



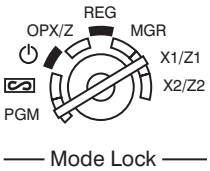
Insert the manager (MA) key into the Mode Lock and turn to the **PGM** position.

#/TM/ST → 4 → • → Enter line number (1-3 as standard, upto 6 lines optional). → ⊗ → 24 character message → #/TM/ST → TL/NS

For example to program a message.

- Ensure the Mode Lock is at **PGM**.
- Press 4 followed by •.
- Press 1 (for line) followed by ⊗.
- Type in your 24 character max. message and press #/TM/ST.
- Press 2 (for line 2) followed by ⊗.
- Type in your 24 character max. message and press #/TM/ST.
- Press 3 (for line 3) followed by ⊗.
- Type in your 24 character max. message and press #/TM/ST.
- Press TL/NS at any stage to finalise.
- Return to the **REG** position.

10 Reporting



The cash register has two reporting types. Use the reading function (X) when you need to take a reading of sales information entered since the last reset. This reading can be taken any number of times without clearing totals. Use the resetting function (Z) when you need to clear the registers memory. The reports can be taken in the X1/Z1 mode for daily sales or X2/Z2 for periodic (monthly) reports. For further information please refer to the instruction manual.

Example Daily Reports

- Insert the manager (MA) key and turn to X1/Z1.
- To read press TL/NS.
- To reset press • TL/NS.
- Return to **REG** position once the report has finished.

Your Helpline Support Number is 01924 438238

'Select Option 2 for Support' The lines are open 8.30am - 4.30pm Monday-Friday